

Adjutant General's Department

12/12/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1	Unclassified Full-time	New Equipment Body Mechanic III Open to Current RSMS Employees Only	RSMS	Dec. 21, 2012
Salina	1,2,3	Unclassified Full-time	Utility Worker https://www.da.ks.gov/ps/pub/reginfo.asp?id=173353	DOFE	Dec. 15, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Equipment Body Mechanic III **Readiness Sustainment Maintenance Site – Fort Riley, KS** **Open to Current RSMS Employee Only**

Closes December 21, 2012 - Full time, unclassified temporary with benefits, state position, \$18.26 per hour. All application must be received by the closing date of 12/21/2012.

Job Description: Performs welding duties using electric, acetylene, and/or inert gas shielded welding process. Makes all types of joints, using flat, vertical, horizontal, and overhead positions to repair broken or bent parts on light and heavy equipment such as axles, frames, fenders, radiator shells, automotive tanks, deck plates, castings, and gun mounts made of a variety of welding metals such as aluminum, steel, cast iron, wrought iron, brass, copper, stainless steel, and monel metal. Brazes dissimilar metal parts and flame cuts metal to size for fabrication using regular welding equipment. Repairs radiators, fuel tanks, and similar items. Inspects damaged radiators and makes necessary repairs by straightening, soldering, patching, tube rodding and splicing, plugging core sections, replacing cores, and pressure testing for leaks. Flushes out fuel tanks and test for leaks. Repairs fuel tanks by patching and soldering. As Lead Equipment Body Mechanic, directs and oversees the work of equipment body mechanics, allied trades helpers and carpenters. Sets and enforces safety standards. Insures that work packets stay with work orders. Understands ISO 9002:1994 functions. Plans and lays out work schedule, maintains accurate time sheets on work orders.

Minimum and Preferred Qualifications: Experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours for one (1) month experience. Maximum substitution of 1 year experience. Must be able to move and lift objects weighing up to seventy (70) pounds.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 **or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.**

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

Utility Worker Construction Facility Maintenance Office Salina, KS

Requisition # 173353 – Open until December 15, 2012 – Full time, unclassified with benefits, state position, \$11.51 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 5:00 p.m.

Job Description: Mow, trim and landscape grounds with tractors, mowers, trimmer and edgers; remove snow from sidewalks and parking areas, occasionally operates trucks, forklifts and front end loaders and other mechanical equipment. Performs minor building maintenance and engine maintenance. Assists the General Maintenance/Repairs Tech II on major and minor electrical, plumbing and maintenance/repairs of armories throughout the State of Kansas during the winter season (November-March). Assists in constructing steel security caging and providing the supervisory skills in the installation; demolition and reconstruction of brick walls (vaults & supply rooms); delivery of equipment requiring emergency repairs and assisting in the repairs; assists in repairing HVAC components, boiler mechanical components and minor electrical repairs

Minimum and Preferred Qualifications: Desire 6 months experience in small engine repair and riding mowers. Desire 6 months experience in mechanical, plumbing and electrical repairs. Also desire a basic knowledge of planting flowers and shrubbery.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a paper application to A.J. Baxa, Salina CFMO, Bldg 350, 1901 Summers, Salina, KS. 67401.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173322. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.